

## **Instructions for Completing Retirement Eligibility Form**

The Retirement Eligibility Form provides managers with information on all employees in the identified unit eligible to retire in 0-5 years. Employees are listed in order of earliest eligibility to retire.

Supervisors are asked to complete the Position Assessment Worksheet for each of the employees listed on this Retirement Eligibility Form. Supervisors will then record the Position Assessment Recommendation on this form under "Recommendation."

Supervisors should then indicate the number of people who are eligible and meet the minimum education and experience requirements as determined by Civil Service to move into each position now, within 1 to 2 years or within 3 to 5 years.

Submit the Retirement Eligibility Form and the Position Assessment Worksheets through your Bureau and Deputy Director to Pam Fidler in the Bureau of Resource Services, 1<sup>st</sup> floor of the Lewis Cass Building, 320 S. Walnut, Lansing.

Today's Date: 4/16/2007

**State of Michigan**  
**3901 DCH-COM HEALTH CENTRAL OFFICE**  
**Retirement Eligibility 0-5 Years**  
**AS OF: 9/23/2006**

Direct Reports	Classification and Level	Recommendation (A, B, C, D)	# of People		
			Eligible to Fill Now	Eligible to Fill 1-2 Years	Eligible to Fill 3-5 Years
01353 LOONEY TUNES MGT UNIT					
3901 ADMA21 BUNNY BUGGS					
DAFFY DUCK	DEPARTMENT ANALYST 12				
SYLVESTER	DEPARTMENT ANALYST P11				
FUDD ELMER	DEPARTMENT ANALYST P11				

**MHR-0365 Employee Alpha Listing**

This report includes employee status codes of AA, AB, AC, AD, AE, AF, AP, CA, and EA.

This report includes employees in Retirement Codes 04 and 40 who will be at least 55 and would have 30 years of service or will be at least 60 and would have 10 years of service if they purchased their potential service credit.

## What Managers Can/Cannot Ask Employees

### Can

- Where do you see yourself in 5 years?
- What do you aspire to? Do you see yourself in management?
- What can I do to help you reach your career goals?
- I think you would be a great manager; have you considered a position in management?

### Cannot

- How old are you?
- When do you plan to retire?
- Are you considering leaving anytime soon?
- Now that your spouse is retired, wouldn't you be happier at home?

[illegible]

**MDCH 2006 – 2008 Strategic Workforce Plan  
Position Assessment Worksheet**

Administration:

Bureau:

Division:

Section:

Completed by:

Date:

Classification and Level:

Position Currently held by:

**Risk Analysis:** *Describe the impact or significance of the anticipated retirements on the ability of the work unit to achieve the goals and objectives.*

▪What is the essential function of the job?

▪Is there other staff in the unit who perform the same tasks as this position?

▪Are there special requirements, functions, skills, licenses for this position?

▪Are there legal or other consequences if the duties of the position are not performed?

▪Has there been a significant change in the job since the last review?

**Resources to support prioritization:**

*Examples: Retirement projections, organizational charts, class specifications, position descriptions, etc.*

- ✓ Review org chart regarding this position. Found on Intranet under "Inside DCH" at <http://connect.michigan.gov/dch>
- ✓ Review the position description to see if current.
- ✓ Review class specifications at [www.michigan.gov/mdcs](http://www.michigan.gov/mdcs)
- ✓ Review Future Program Assessment.

**Position Assessment Recommendation**

*Based on the **Risk Analysis** and **Resources to Support Prioritization**, would you:*

- ☐ A Fill at current level
- ☐ B Fill at different level
- ☐ C Not fill and reassign job responsibilities to other staff
- ☐ D Not fill, need for job no longer exists. Examples: grant ended, legislative changes, major reorg., etc.

If you checked A, B or C please complete the Workforce Strategy worksheet.

## Workforce Strategy:

Check all that apply and draft recommended action for those selected.

\_\_\_\_\_ Recruitment action step(s)

*Offer internal and external recruiting to fill position while encouraging diversity; i.e. internships, student programs, on campus recruiting, co-op program, special advertising, standard recruitment efforts, including posting on state website.*

*Recommended action:*

\_\_\_\_\_ Retention action step(s)

*Examples: Provide options to retain employees such as Improvements in culture of workplace, address work-life balance issues, compressed time, flex-time, mentoring.*

*Recommended action:*

\_\_\_\_\_ Training action step(s)

*Examples: Address identified training gaps, add special training requirement, refresher course.*

*Recommended action:*

\_\_\_\_\_ Knowledge, Skills, Abilities & Job Fit action step(s)

*Examples: Design interview questions and exercises to get the job fit needed for the position.*

*Recommended action:*

\_\_\_\_\_ Compensation action step(s)

*Examples: Offer signing bonus, special pay increase, licensing fees.*

*Recommended action:*

\_\_\_\_\_ Classification action step(s)

*Examples: Create a new classification, eliminate classification, change the education/experience requirement to help with recruitment.*

*Recommended action:*

\_\_\_\_\_ Selection action step(s)

*Examples: Review selective certifications, sub-class codes, selection criteria considerations.*

*Recommended action:*

\_\_\_\_\_ Other considering factor(s):

*Examples: Elimination of position based on need, consolidation of functions, possible reorganization*